

Balmer Lawrie & Co. Ltd.
[A Government of India Enterprise]
Administration Department
21, Netaji Subhas Road. Kolkata - 700 001

Ref.: Admin/EOI-Hotel

EOI No. - : 003/2017-18

Date: 08.03.2018

Due Date: 19.03.2018

Subject: TIE-UP with Hotels for Holiday Homes for employees

Balmer Lawrie & Co. Ltd. (BL) is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas, Government of India. Along with its five Joint Ventures in India and abroad, it is a much-respected transnational diversified conglomerate with presence in both manufacturing and service sectors. Balmer Lawrie is a market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services. Balmer Lawrie & Co. Ltd. intends to tie-up with a reputed Hotel for the use of its Officers and their family members.

Competent & experienced hotelier having requisite amenities may submit their offer along with the required information as prescribed in the format under Annexure X to Z.

SCOPE OF SERVICE

The scope of service of this tender consists of provision of accommodation with standard facilities at minimum 5+ (Five Plus) of any other below mentioned Tourist Spots;
Darjeeling/Gangtok/Puri/Manali/Shimla/Vizag/Ranikhet/Nainital/Ooty/Portblair

TENDER SUBMISSION

1. Tender to be submitted under sealed covers, super scribing on the envelope "**Tender for Holiday Accommodation**".
2. Detailed offer complete in all respects as stipulated in this tender documents to be submitted to the office of the Head (Administration & CSR), Balmer Lawrie & Co. Ltd. 21 Netaji Subhas Road, Kolkata -700 001.
3. Due date for submission of Tender is 19.03.2018 at 3:00 p.m.

EARNEST MONEY DEPOSIT

A sum of Rs.5000/- (INR Five thousand only) should accompany with the bid in the form of Pay Order/ Bank Draft in favour of BALMER LAWRIE & CO. LTD. payable at KOLKATA. Bids/Offer not accompanied with the requisite EMD or bid accompanied with bid guarantee of inadequate value will not be entertained. In case of award of work, the EMD shall be converted into Security Deposit and shall be released within one month of successful completion of contractual period. EMD of unsuccessful applicants will be returned after finalization of the contract by A/c payee Cheque.

TAX CERTIFICATES

The interested Bidder should provide all necessary papers related to Registration. ESI, Provident Fund, Service Tax etc.

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VALIDITY OF OFFER

Submitted tender shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of tender.

TESTING / INSPECTION

Rooms will be subject to inspection by the authorized representatives of Balmer Lawrie & Co. Ltd. [BL] as mutually agreed between both the parties.

RIGHT OF ACCEPTANCE / REJECTION

- a) Tenders not conforming to the requirements are liable for rejection. Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids.
- b) Balmer Lawrie & Co. Ltd. Reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.
- c) Submission of incomplete Tender will not be considered nor shall the company entertain any persons, whatsoever, on the subject queries.

PERIOD OF CONTRACT

Initially for one year, extendable from time to time, on mutually acceptable terms, subject to satisfactory performance.

FIRM PRICE CONTRACT

On placement of order, prices will remain firm till the period of contract.

TERMS OF PAYMENT

All payment would be made through BTC basis, within 30 days from the date of submission of bill along with occupancy list on a month to month basis.

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ROOM RIGHTS ACCOMMODATION

The actual usage will be 200 Room Rights per annum which may vary up to 250 room rights.

[A] ROOM FACILITY

- a) Rooms are required to be of standard facilities and should be tastefully furnished.
- b) Each room should have accommodation for two adults and two children (up to 12 years).
- c) Each room required to be attached bath with 24 hours Hot & Cold water supply
- d) Each Room to Air Conditioned / Room Heating facility.
- e) Each room should have basic amenities like Television with Cable connection, Telephone with Intercom, Dressing table, Storage Units, other than the beds.

[B] OTHER FACILITIES

- [a] Complementary bed tea and breakfast required to be provided.
- [b] Round the clock electricity
- [c] Restaurant with reasonably priced food items
- [d] Daily change of linen such as bed sheet pillow case, towels, etc.
- [e] Doctor on call

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SPECIAL CONDITION OF TENDER FOR LEASED / HIRING HOLIDAY HOME

The special terms & condition as stated hereunder shall be read in conjunction with General Conditions of Tender:

[01] Before submission of this Tender Document, interested service provider are requested to fill and submit the enclosed Enlistment Form as Annex: X, Y, Z for enlistment of their establishment with Balmer Lawrie.

[02] Hotel/Property offered by the bidder in all locations should be owned by the bidder/company by his own. Hired or leased property shall not be entertained.

[03] The undersigned shall not be bound to accept the lowest or any other tender and reserves the right to accept or to reject the tenders without assigning any reason whatsoever.

[04] Vendor shall warrant that all goods and services covered by this conditions shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreements, working conditions and technical codes and requirements as applicable from time to time. The Vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

[05] All laws and regulations required to be incorporate in agreements of this character are hereby deemed to be incorporated by these references. BL and their authorized representatives disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture of supply of goods / services covered by this order.

[06] Price should be quoted by the parties shall be identical/ Single, irrespective of any locations & any time throughout the year. Bid price should not exceed Rs. 2200.00 + GST extra as applicable per room night at any time throughout the year at any of the properties as per your bid locations.

[07] For further information, please contact:
Sri Subhojit Mukherjee, Balmer Lawrie & Co. Ltd.
Administration Department, Kolkata
Contact No. - (033) 2222 5401(Off), Mobile No. - 9051913892

For Balmer Lawrie & Co. Ltd.

Dilip Kumar Das
Head (Administration & CSR)

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Annex: - X

Vendor to specify for provision of Accommodation is available (please tick as applicable)

Sl. No	Desired Location	Available (Tick)	Not Available (Tick)
1	Darjeeling		
2	Gangtok		
3	Puri		
4	Manali		
5	Shimla		
6	Vizag		
7	Ranikhet		
8	Nainital		
9	Ooty		
10	Portblair		

Any Other place of interest: - (Please fill if any)

Sl. No	Desired Location	Available (Tick)	Not Available (Tick)

Locations/Hotels/Properties Offered should be fully owned property.
Hired/Leased Property will not be entertained.

Signature of the vendor with official Seal

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Annex:- Y

Vendor to specify for the following facilities are available or not at the Hotels (please tick as applicable)

Sl. No	Desired Facilities at the Hotels	Available (Tick)	Not Available (Tick)
1	AC Room (Mandatory)		
2	Complimentary Tea & Breakfast		
3	Attached Bath with Hot & Cold Water		
4	City Shuttle Service		
5	Credit Card Facility		
6	Doctor On Call		
7	Laundry		
8	Restaurant		
9	Room Heating Facility (for Hill Stations)		
10	Sightseeing Trips		
11	Intercom		

Any Other facilities of interest: - (Please fill if any)

Sl. No	Desired Location	Available (Tick)	Not Available (Tick)

Signature of the vendor with official Seal

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Annex: - Z

Sl. No.	Description	Details to be filled up by Vendor/Contractor
	Name1 (max. 35 char.)	
	Name2 (max. 40 char.)	
	Street/House No. (max. 50 char.)	
	Street1 (max. 40 char.)	
	Street2 (max. 40 char.)	
	PIN Code (Postal Index No. e.g. "700001") (max. 6 char.)	
	City/Place (e.g. "Kolkata" or "Dehradun") (max. 40 char.)	
	Country ("India" or "England" or as the name of country be)	
	State (Name the state from where the office of Vendor/Contractor operates)	
	First Tel. No.(with STD Code) : (e.g. 033-22225280 or 022-66552814)(max. 30 char.)	
	First Fax No. (with STD Code)	
	Contact Person	
	First Mobile No.	
	E-mail Address) (max. 40 char.)	
	GST Registration No-	
	PAN No. :	
	Local Sales Tax No.(VAT) :	
	Bank Name (max. 60 char.)	
	Street (max. 35 char.)	
	City (max. 35 char.)	
	Branch (max. 40 char.)	
	IFSC Code	
	MICR Code	
	Account No.	
	Type of Account (Current, Savings, etc.)	
	PF Registration Number	
	ESIC Registration Number	

Signature of the vendor with official Seal

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PRICE BID

<u>Room Occupancy</u>	<u>Rate (INR) per room per night, irrespective of locations & time throughout the year</u>	
	<u>In figure</u>	<u>In word</u>
Double bed room for two adults & two children up to 12 years		

Maximum bid value should not exceed Rs. 2200.00 + GST per room night irrespective of locations & time periods. Single rate to be provided taking into account as per the location mentioned.

Certified that the subject price is net, inclusive of room, breakfast . GST will be paid extra as actual.

Locations/Hotels/Properties Offered should be fully owned property. Hired/Leased Property will not be entertained.

Signature of the vendor with official Seal